



Position Vacancy Posting

Position Title: Director, Programs & Development	Competition No.: 23-03 Internal/External
Direct Reports: Program Coordinators	Salary Range Steps: Depending upon education / Experience
Location: Community Services Building, Nanaimo, BC	Employee Group: Administration - Exempt Management
Hours per week: 37.5 hours per week	Position Status: 1 Year Term - Full-time
Shift Schedule: 5 Days per week; 7.5-hour shifts	Anticipated Start Date: As soon as possible

SUMMARY OF POSITION:

The Director, Programs & Development is responsible for the management of Haven Society's client services programs, including their development, coordination, administration, and delivery. The incumbent must have experience in team management, as well as social work, child and youth care and counselling setting. Effective leadership is critical to this roles' success.

In your cover letter and resume, please demonstrate how your skills, abilities, experience, and education meet the requirements listed below. Please also include your alignment to Haven's Society's Vision, Mission and Values and how this will assist you to be successful in the role. Please see below for submission instructions.

Required Education, Experience and Training:

- Post secondary degree in Management, Business, Health Care management or related field; equivalent experience may be considered
- 3 – 5 years minimum experience working in an Anti Violence/High Risk/Crisis Sector
- 3 – 5 years minimum experience working in management and a union environment
- Work experience in the not-for-profit sector desired
- Experience working in a diverse and inclusive environment
- Psychological Safety and Trauma Informed Practice training
- Funding and grant research and writing proposals, including fund raising experience is beneficial
- Current First Aid Certificate, including CPRC
- Pass a Criminal Records Check for working with Children and vulnerable populations
- Current Class 5 Driver's License and Clean Driver's Abstract

Tasks you will be responsible for completing:

- Oversee day to day needs of programs, including program evaluation and risk management and quality control,
- Direct and manage program coordinators,
- Indirect and manage program staff, in conjunction with program coordinators,
- Oversee program budgets and allocation based upon funding agreements and approve program expenses,
- In collaboration with the Executive Director, sources and prepares applications for government and private grants,
- Direct administrative activities, including ensures accurate program reporting, documentation and file management systems are maintained,
- Create synergies between programs for continuity and wholistic services for clients,
- Explore and identify program-based funding needs to move initiatives and program deliverables forward,
- Development and maintenance of operational policies,
- Participate with management in the strategic planning process,
- Participates in the full-cycle recruitment process, disciplinary action and performance evaluations for direct reports,
- Collaborates and contributes to establishing and maintaining communication strategies for both internal and external stakeholders,
- Champions, updates and manages the client database,
- Attend meetings as requested and/or required.

Leadership Styles and approaches required for success:

- Feminist analysis of gender-based violence and the effects of this on clients,
- Personal qualities that promote and role-model, respect, kindness and appreciation for clients, volunteers, staff, donors, and the larger community,
- Collaborative and available communication style, which includes model and encourage effective team building and problem solving with supervisors, staff, clients and volunteers,
- Foster team participation and contribute to the goals and activities of Haven Society
- Flexible and open outlook of others' ideas and belief systems,
- Must, at all times, maintain clear boundaries,
- Effectively handle conflict or crisis with all stakeholders,
- Awareness of and willingness to work on personal issues as they arise,
- Open to receiving and providing constructive feedback,

Skills, abilities and knowledge:

- Strong conflict management and resolution skills,
- Good written and verbal communication skills,
- Effective time management,
- Excellent problem solving and critical thinking skills,
- Appropriate interpretation and application of the Health Sciences Association collective agreement and Haven Society's internal policies
- Clear understanding of legislation, criminal justice system, Child & Family Act and funding agreements,
- Working knowledge of computer programs, i.e., database systems, Microsoft Office, Outlook, internet research ability

How to apply:

Please send a current Resume and Cover Letter to on or before March 30, 2023, 4:30 pm (PST):

Michel Woolner, Manager, People and Culture

michel@havensociety.com